



**ISIS HR**  
**Quick Tips**

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## **Recording Permanent Optional Pay in ISIS HR**

*How do I properly record permanent optional pay adjustments in ISIS HR?*

In order to assist agencies in better documenting permanent optional payment adjustments, the following optional pay adjustment basic pay reasons have been added to ISIS HR:

- (D6) Opt Pay – Compression
- (D7) Opt Pay – Retention
- (D8) Opt Pay – Diff Recruit
- (D9) Opt Pay – Additional Duties

As a result of the more specific optional pay adjustment basic pay reasons, the generic basic pay reason (33) Optional Pay Adjust has been labeled ‘Do Not Use.’ Agencies can refer to [General Circular 1815](#) for more information regarding new policy approval guidelines for Optional Payment Adjustments. When entering Optional Payment Adjustments in ISIS HR, agencies can refer to [Create Basic Pay](#) and review relevant data using the [ZP52 Basic Audit Report](#) or [ZP207 Wage Type/Basic Pay Audit Report](#).

Questions? Call the HRIS Program Consultant at (225) 342-8282